

# DIRECT DEPOSIT FOR TRAVEL

*I hereby authorize the Department of Energy to send my travel payments directly to the account indicated below:*

\_\_\_\_\_  
Bank's Routing Number

\_\_\_\_\_  
Account Number

Is this a Checking or Savings Account \_\_\_\_\_C \_\_\_\_\_S

Are you a current DOE employee? \_\_\_\_\_Yes \_\_\_\_\_No

If yes, is this the account used for your net salary deposit?  
\_\_\_\_\_Yes \_\_\_\_\_No

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Current Home Address: \_\_\_\_\_

\_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\*\*\*\*\*

Social Security # \_\_\_\_\_

Work Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address for payment notification \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*Please FAX the completed form to 301-903-5240 or mail to Travel Team, CF-11 Room C-278, GTN*